

POSITION VACANCY ANNOUNCEMENT NO. 330

THE FOLLOWING NON-EXEMPT POSITION IS AVAILABLE
FOR APPLICATION BEGINNING February 17, 2006
INTERNAL/EXTERNAL POSTING

Class Title: Insurance Analyst II

Division: Life & Health

Class Code: X25112

Position No.: 15204

Position Type:

Permanent: X Full Time

Pay Grade: 373

Temporary: Full Time

Salary Rate:	<u>\$15.807</u>	<u>\$2,739.90</u>	<u>\$32,878.76</u>
	Hourly	Monthly	Annual

Working Hours: 40 hours weekly/flex-time

This position reports to the Life and Health Division Administrator.

Duties:

1. Review life, health, and annuity contracts filed by the insurance industry. Review form filings to determine whether they are adequate and in accordance with State statutes and regulations and are not in conflict with the best interests of the general public.
2. Correspond, verbally and in writing, with members of insurance industry and the public on all types of products regulated by the Life and Health Division.
3. Decide on appropriate action for an insurance filing (approval, disapproval, acceptance for filing, etc.) and carry out and communicate that decision.
4. Develop extensive knowledge and study industry trends of assigned lines of insurance. Research insurance statutes, rules, regulations, and related laws.
5. Answer questions and inquiries from insurance industry, public, other Divisions, and other State Insurance Departments on insurance products regulated by the Life and Health Division.
6. Other projects as assigned by Life and Health Administrator.

Skills, Abilities, Education and Experience:

Knowledge of Microsoft Windows, Word, Excel is preferred. Proficiency in use of the computer systems and office equipment essential.

Knowledge of or background in life or health insurance preferred.

Ability to analyze insurance forms for compliance with State Insurance Laws. Capacity to read and understand insurance policy forms and state statutes and judge the propriety of provisions of an insurance policy. Ability to perceive trends and identify future problems in life and health insurance, develop effective working relationships with agency personnel and insurance company officials.

Familiarity with medical terminology is helpful.

Ability to process filings made electronically and other electronic form filing systems preferred.

High school graduate or equivalent plus four years experience in insurance regulation or the insurance industry or a Bachelor's degree in Business Administration, Finance, Economics or related field. Insurance experience in product development, underwriting, market conduct, or claims preferred.

Deadline for Application: March 1, 2006

Position Available: Immediately

<p>PROCEDURE: If you feel you have the qualifications for the above position, you should obtain an "Application of Transfer" or fill out the attached form. Completed applications must be returned to Kathy Vandenberg.</p>
